

Memo from Lois Coleman to Line/Staff Offices regarding SATO contract (March 1, 2002 through February 28, 2003):

Effective March 1, 2002, the transaction fee for domestic tickets issued (paper or electronic) at the on-site locations in HCHB, NIST in Gaithersburg, and NOAA in Silver Spring will be increased to \$16.06, and the rebate/refund received by the bureaus for international tickets issued will be \$12.89. For field locations, the transaction fee will be increased to \$14.06 for domestic air travel, and the rebate/refund for international tickets will be \$15.89.